



STATE OF MISSISSIPPI  
GOVERNOR PHIL BRYANT

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

MEMORANDUM

**TO:** Institutions and Agencies (e-mailed)

**FROM:** Glenn R. Kornbrek, Director  
Bureau of Building, Grounds and Real Property Management

**RE:** Project Request Database – Study of Capital Needs

**DATE:** April 15, 2015

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Per Mississippi Code Section 31-11-27, it is time to prepare the Study of Capital Needs of immediate and future Repair and Renovation, Capital Improvement, and Preplanning needs for fiscal years 2017-2021. The deadline for submission is **FRIDAY, MAY 1, 2015**.

Attached is a copy of the **Project Request Database** spreadsheet which will be used as the source of information for R&R tours and as the basis for the **Facilities Needs Assessment** that our Office submits to the Legislative Budget Office, per law, later in the year. This single form will be used as the basis for all Preplanning, Repair and Renovation, and Capital Improvement requests for both the R&R Tours as well as the final report to the State Legislature.

Instructions for completing the spreadsheet are attached and can also be found on the Bureau of Building's web site. The **Project Data Summary Form** will be generated automatically from the database within our Office. The Memo and form can be found at the bottom of the page on our website: <http://www.dfa.state.ms.us/Offices/BOB/BOBforms2.htm>.

Please submit the **Project Request Database** spreadsheet by e-mail to Jesse O'Quinn at [jesse.o'quinn@dfa.ms.gov](mailto:jesse.o'quinn@dfa.ms.gov).

You may be contacted regarding the R&R Tours at a later date. If you have any questions, please contact Jesse O'Quinn at (601) 359-3621.

Institutions or Agencies may re-submit revised spreadsheets after the initial deadline; however, the Bureau cannot guarantee incorporation of such revised information within the Bureau's study of Capital Needs if not provided on a timely basis.

Thank you.

/grk / bem

Attachments